



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

IT LEAD PROJECT MANAGER, #396

Limited Term

\$84,459.21 - \$109,796.97 annually

Open until Filled. First Review of Applications is Tuesday, February 2, 2010

THE POSITION

This limited term position is an at-will position which is funded for six months. This position will assist the IT Manager and Application Development Lead in managing IT infrastructure and application development activities.

DESCRIPTION OF DUTIES

- Participates in high-level IT planning that supports the agency's strategic initiatives.
- Consistently delivers high-quality services to our staff and external customers.
- Performs project management, scheduling, budget estimating, and contracts administration.
- Assists in developing Scopes of Work (SOWs) for IT consulting and services. Participates in vendor selection. Administers vendor contracts and contract renewals.
- Ensures that project issues are identified, tracked, reported and resolved in a timely manner.
- Works with team members and IT management to estimate and acquire sufficient resources to complete projects in a timely manner.
- Reviews and analyzes business processes and, in conjunction with end users and technical staff, creates written process flows, user requirements and functional specifications.
- Assists in system testing and developing user documentation and scheduling notifications.
- Acts as the point of contact for staff and vendor communications related to assigned projects.
- Documents and communicates required system changes to the development and infrastructure teams.
- Coordinates the development of IT standards and processes that ensure efficient, effective systems design, development and deployment.
- Ensures that administrator and user training is provided as required. When appropriate, develops training and FAQ materials and holds training sessions.
- Conducts research of emerging technologies and methods.

IDEAL CANDIDATE QUALITIES...

- Three (3) years experience in IT project management and business analysis
- Possesses excellent project management skills and methods; experience with MS Project
- Demonstrates conceptual understanding of application programming, Web 2.0 technologies, database and system design, and IT infrastructure
- Applies broad knowledge of industry practices when solving business problems
- Experienced in facilitating and documenting user requirements
- Understands how to communicate project information with professionalism and tact

MINIMUM QUALIFICATIONS

Education and Experience: Equivalent to a Bachelor's degree from an accredited college or university in Computer Science or related field and seven years of responsible experience that included project management, business analysis and other computer related experience.

Knowledge of: Project management processes and methodologies; basic knowledge application development and programming; database design, web 2.0 technologies and IT infrastructure; documentation requirements.

Ability to: Effectively manage projects through the whole project life cycle; manage multiple changing priorities; interpret and apply policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions; ability to communicate and facilitate in both business and technical environments.

Special Requirements: Ability to work in a standard office environment; ability to travel to different sites and locations; possession of, or ability to obtain, an appropriate, valid driver's license.

APPLICATION AND SELECTION PROCEDURE

Applicants **must** submit a completed SCAG application and resume to:

Southern California Association of Governments
Attn: Human Resources Office
818 West 7th Street, 12th Floor, LA., CA 90017
(213) 236-1910 (213) 630-1493 fax
www.scag.ca.gov

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice.

Qualified applicants will be invited to participate in the selection process based on the application and resume submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. All applicants who meet the minimum qualifications are not guaranteed advancement through subsequent phases of the selection process. The selection process may consist of a written test, application screening, and oral board interview.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, financial history, and pre-employment physical may be conducted for certain classifications.
- Employees in limited term assignments serve no probationary period and do not accrue seniority. This is an at-will assignment and employees can be discharged at any time.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans and two dental plans. SCAG contributes \$800/month towards insurance premiums with the cost difference paid out in cash. Life insurance in the amount of \$50,000 is provided by employer. Supplemental life insurance is available at a minimal cost to the employee. Short-term and long-term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife Group 457 deferred compensation plans are available. SCAG does not participate in Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year, depending on length of service with SCAG.
- **Sick Leave:** Employees earn sick leave at the rate of one day per month.
- **Health, Dependent Care, and Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care and parking.
- **Rideshare/Transportation Incentive Program:** SCAG pays \$35 per month towards carpool expenses, \$230 per month towards vanpool, bus or a monthly MetroLink pass. In order to receive this benefit, employees must utilize one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a Council of Governments and the largest regional planning agency in the nation, functioning as the Metropolitan Planning Organization for six counties established in 1965. SCAG develops long-term solutions for regional challenges such as transportation, air quality, housing, growth, hazardous waste, and water quality. SCAG works with cities, counties, and public agencies in the region to develop plans and strategies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG also serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure, and institutional issues. The SCAG region includes six counties, one hundred eighty-seven cities, 38,000 square miles, a population of 18 million and the 10th largest world economy. For more information on SCAG, please visit our website at www.scag.ca.gov.

THE LOCATION

The main SCAG offices are located in bustling downtown Los Angeles (LA). LA is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. It is home to such professional sports organizations as the L.A. Lakers, Clippers, Sparks, Kings, and Dodgers. Downtown L.A. is easily accessible by MetroLink train, underground Metro, and bus.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.